CARES Plus Round 2

Webinar Talking Points

July 29, 2013

Program

1. My Teaching Partner™ (*MTP*™) (Slide 4).

a. Goal is to:

- Ensure outreach to as many participants as possible
- Provide high quality services
- Maximize participant benefit since *MTP* is an eight- to ten-month intensive training opportunity

b. First 5 California has developed a timeline and deadlines:

- August 20 is the deadline for *MTP* participants to be entered into PRO0F.
- No additional participants will be added to *MTP* after this date.
- After August 20, First 5 California will send list of *MTP* participants to CDTC so they can begin the process of notifying coaches and getting equipment distributed as soon as possible.
- Coaches begin contacting participants September 1 using contact information in PRO0F. Upload data will be transferred into the PRO0F system.

c. Lead Agencies need to:

- Contact participants within 5 business days of their selection into *MTP*
- Help participants understand the requirements of *MTP*
- Encourage participants to complete the *Introduction to CLASS*™ by the end of September, if not previously completed. *MTP* participants are not required to complete *Looking at Classrooms* unless it is a requirement of the county. Our goal is to have *MTP* participants complete *Introduction to CLASS* by the end of September.
- Remind *MTP* participants to complete their two-hour videotaped observation by October 15
- Ensure the data in the data system is accurate
- Send the *MTP* participants' Camera Liability Forms to CDTC.

More information about *MTP* participant selection and Lead Agency responsibilities are found in form N.MTP.6.

2. **Forms and Notifications (Slide 5)**
   a. Forms and Notifications use a standardized numbering system.
   b. Each series of documents has a summary sheet that describes how and when the documents or forms are distributed and used.
   c. Updates have been made since the release of the Request for Application (RFA), which include relevant information for the current year's program.
3. **Lead Agency Activities (Slides 6–8)**
   a. Dimension Guides and Product Key Code Distribution (Slide 6, #3)
      - Lead Agencies will be asked to update their request for Dimension Guides soon, specifying numbers needed for each age range and language.
      - Dimension Guides were ordered and are expected to arrive shortly.
      - Product Key Code for the Teachstone online access will be in a letter this year. It provides more information on accessing the online courses.
      - Each Lead Agency will be given a unique product key code (number) for their county; there is separate code for Toddler and Pre-K online programming.
      - Lead Agencies should monitor Teachstone's reports to see how many product key codes have been used.
      - Lead Agencies will be assigned the same number of product key codes and Dimension Guides.
      - Availability of product key codes and Dimension Guides for participants completing a second age range will be determined after all new participants are served.
   b. Component C Advisor Training (Slide 7, #4)
      - CDTC will conduct Component C Advisor Training.
      - Training will be offered in several different locations across the state.
      - Training will include:
        - An overview of the early learning profession, both historical and current trends
        - Permit Matrix and professional growth requirements
        - Adult learning styles

- Resources and initiatives available to advisors for conducting professional development activities with CARES Plus participants

- All Component C Advisors are required to attend
- Non-Component C Advisors are encouraged to attend
- All training participants will receive Dimension Guides and a product key code at the end of training

4. Key Dates (Slides 8–9)

a. Previously, First 5 California required participants to complete *Introduction to CLASS* within 30 days of registration. Last day to register for *Introduction to CLASS* is January 30, 2013. That 30-day rule will no longer be enforced; however, access to the Introduction to CLASS course will close February 28th.

b. Participants must complete *Introduction to CLASS* before they will be given access to *Looking at Classrooms*.

c. When access to a course closes, participants will not be able to complete any course they started. It is imperative to begin and end courses before the course closing dates.

d. For all three online courses, Lead Agencies will have access to various reporting tools to monitor participant progress.

e. From mid-April to mid-May, First 5 California will conduct the spring *CLASS* observations. Lead Agencies need to contact participants, as you did in the fall. Please keep the data system updated so First 5 California can contact participants quickly. Participants may need additional support from Lead Agencies during this time.

f. A new and important date for this round is July 31, 2014. All program participation data must be entered into the data system. Please plan accordingly. Contact your regional Consultant if you need assistance with strategies to meet this deadline.

5. Support to Lead Agencies (Slides 11–13)

a. First 5 California staff is dedicated to providing support for Lead Agencies in administering CARES Plus. To this end, First 5 California works closely with two contractors who provide training and support to the participants. First 5 California purchases both the guides and product key codes for the *CLASS* training materials and courses.

b. First 5 California contracts with CDTC to provide:

- Material and equipment distribution
- Trained certified coach/observers to support CARES Plus
- A CARES Plus website will open in August. The website will include:
  - Information about deadlines and activities
  - Downloadable forms and documents
  - A direct link to the CARES Plus program and contact person at the county level (CDTC will contact Lead Agencies soon for this information)

c. First 5 California has been busy building a new CARES Plus Data System to support local agencies in monitoring participant activities.

d. First 5 California has put into place supports to ensure timely dissemination of information:

- Regional assignments of First 5 California consultants (refer to slides 31–33)
- Quarterly webinars and conference calls

e. First 5 California is working to align additional CARES Plus Component A options with:

- The trainings on tools, as well as the resources promoted through the Race to the Top Early Learning Challenge Professional Development Pathways
- First 5 California's Child Signature Program (CSP) Early Education Effectiveness Exchange (E4) Learning Academy trainings

First 5 California will provide guidelines for trainer and training approval as soon as possible.

CARES Plus Round 2

Webinar Talking Points

July 29, 2013

Fiscal

1. Expenditure Reporting (Slide 14)

a. The expenditure reporting forms are in the last stages of review, editing, and testing before being finalized and posted to the CARES Plus website before the end of September. First 5 California will go over the forms during the next quarterly webinar.

b. Today's webinar provides general fiscal information. Fiscal staff can help with any questions about forms or fiscal issues. They are Sofie Paredes (sparedes@ccfc.ca.gov) and Kathy Ellis (kellis@ccfc.ca.gov).

c. Final forms will look very much the same as the sample forms provided in the RFA. First 5 California may change the final form numbers to be consistent with our other programs, but that hasn't been determined yet.

d. Expenditures will be reimbursed on a semi-annual basis. This is a change from the quarterly reporting used in CARES Plus Round 1. The first reimbursement claims are due for the period July 1 through December 31 and should be submitted by January 31. The second reimbursement period is January 1 through June 30, and reimbursement claims will be due by July 31.

e. Although the forms will look very much like the forms in the RFA, there will be one significant change. First 5 California intends to replace the form LA 5.3, Funding Source Detail form with a Program Narrative form, which will ask the Lead Agency to provide a general description of the program's expenditures. The Lead Agency will be asked to explain how the county is using the expenses reimbursed by the State Commission together with the local funds to implement a comprehensive CARES Plus Round 2 program.

2. Budget Revision Request (Slide 15)

a. The Program/Budget Change Request form will consist of a narrative description of proposed program changes and a Revised Program Operation Budget.

b. The narrative will consist of a detailed description and justification to explain proposed program changes as defined in the RFA (page 44).

c. The form should be submitted 60 days prior to implementing proposed changes. That is the ideal timeframe for us to consider and/or approve a significant program change before it occurs. We understand occasional circumstances might prevent you from meeting the advance request requirement; if that is the case, we will work with you based on your circumstances.

3. Program Change Request (Slide 16)

a. First 5 California uses the terms "Budget Revision Request" and "Program Change Request" interchangeably in today's webinar. Regardless of which term we use, the change request process is the same. As the RFA states, a Program or Budget Change Request is required when:

- There is a proposed change to Components of the Effectiveness & Access Plan
- A budget category shifts greater than 15 percent of the current budget amount
- There are any subcontractor changes
- There are major staffing changes

b. Whenever possible, this form should be submitted 60 days prior to any change. We encourage you to maintain ongoing communication with your assigned First 5 California Program Consultant or Fiscal Analyst, as appropriate, to ensure that reimbursement claims and budget change requests are approved without delay. We encourage ongoing communication whether or not changes are in excess of 15 percent of a budget category to ensure expenditures are allowable.

CARES Plus Round 2

Webinar Talking Points

July 29, 2013

Evaluation

1. Sampling (Slide 18)

a. Approximately 5,000 teachers are expected to participate in CARES Plus each fiscal year.

b. A subset of CARES Plus participants will be selected for *CLASS* observations.

c. Up to 800 may receive class observations twice during each fiscal year.

- Components A and B
  - o About 300 participants will be sampled from components A (150 participants) and B (150 participants).
  - o If possible, new participants who sign up for CORE plus A or CORE plus B will be selected for sampling so the effects of training for new participants can be evaluated.
  - o The sample size is based on criteria of statistical significance and an adjustment to account for participants who drop out of the program.
  - o For Year 2013/14, *CLASS* observations for components A and B will be conducted by "live" in-person observations in the participant's classroom.
  - o Only the *CLASS* Pre-K observation instrument will be used for Components A and B. (Participants who sign up for Toddler *CLASS* plus component A or B will not be included in the sample.)
- My Teaching Partner (*MTP*) program
  - o All participants in *MTP* will be observed with *CLASS* instruments.
  - o Observations for *MTP* participants will be conducted by coding video footage rather than in-person observations.
  - o For *MTP*, there will be an estimated 400 *CLASS* Pre-K participants, and 100 CLASS Toddler participants.
- It is important for Lead Agencies to meet the data entry deadlines:
  - o August 20th for *MTP.* Please verify with your participants whether or not they wish to participate in *MTP* <u>prior</u> to submitting data.
  - o September 16 for CORE, Component A, and Component B

2. Participant Safeguard Forms (Slide 19)

The following forms are required per the approval of the Committee for the Protection of Human Subjects (CPHS). CPHS serves as the state government institutional review board. CPHS approved Round 2 evaluation as “exempt research” with somewhat less stringent requirements than a project reviewed by the full CPHS committee.

a. The Limitation of Data Sharing Form (P.3/3.S) was part of the participant’s application.
   - Participants may choose to limit the use of their information to First 5 California use only.

b. The Parent Notification of *MTP* Videotaping (N.MTP.3/3.S), and Parent Notification of *CLASS* In-Person observation (N.OBS.3/3.S):
   - This form is to be posted in the classroom 5 days prior to observation.

c. The Request for Exemption from In-Person Observation Requirement (LA.2/2.S):
   - Participants obtain this form from their Lead Agency.
   - The form is signed by the participant and verified by the site Director/Owner, and turned in directly to First 5 California.
   - If the exemption is approved by First 5 California, participant may continue with the CARES Plus program.
   - If the exemption is not approved by First 5 California, the Lead Agency may choose to continue participant without First 5 California’s support.

c. The Participant’s Bill of Rights for Non-Medical Research **is no longer required**. This was listed in the RFA as “P.2 pending CPHS review.”

3. Project Overview (Slide 20)

a. The CARES Plus Data System is being designed and implemented in phases. First 5 California is in the midst of development of the first phase of the application, which will be implemented this October.

b. The new system will have similar functionality to PRO0F for maintaining the participant and program participation data; however, the new system will be easier to navigate.

c. Phase 1 of the new system will also provide tracking of the *MTP* participants and *CLASS* observations, which overcomes one of the significant limitations of PRO0F.

CARES Plus Round 2

Webinar Talking Points

July 29, 2013

4. Transition & Data Deadlines (Slide 21)

a. There are many activities coming up to launch the *MTP* program and *CLASS* observations, so it's critical that Lead Agencies enter their data according to the deadlines identified on slide 21.

b. Year 2 Completion (purple on the slide)

- Completion of the data for the 2012-13 participants must be entered into PRO0F by October 1st for the Round 1 counties.
- The sooner you can complete the Year 2 data, the better. This will provide additional time for us to validate the data that will be converted to the new system.
- First 5 California will monitor for the completion of the Year 2 participants and follow up with the Lead Agency if the data is incomplete.

c. Initial Enrollment for the Current Year

- The Round 2 deadlines are shown in red on the slide.
- The initial enrollment data for *MTP* participants must be entered into PRO0F by August 20th so the list of *MTP* participants can be finalized.
- The initial enrollment data for CORE, Component A, and Component B must be entered into PRO0F by September 16th so First 5 California can select participants for the *CLASS* observations. The goal is for at least 80% of participants to be enrolled by this date.
- The new system is being designed according to the data requirements defined on the P.1 application and in Appendix D. First 5 California has made a limited number of modifications to PRO0F to support the entry of the 2013-14 participants. For example, the dropdown lists were updated only for the fields that are required for initial enrollment.
- Please enter only the information that was identified during the recent PRO0F training. If you enter additional information into PRO0F for your new participants, the data may not be converted to the new system.

d. Data Conversion

- After the October 1st deadline, the data will be converted from PRO0F to the new CARES Plus Data System, including the identification of the participants selected for *MTP* or *CLASS* observation.

- The new functionality for tracking *MTP* participants, observations, and cameras will then be available. First 5 California will provide training prior to implementation.

e. Final Enrollment

- Entry of the remaining application information for all 2013-14 participants must be entered into the new system by December 31st. All data for participants approved after the September deadline must also be entered prior to December 31, 2013.

f. Program Completion

- Entry of the CORE training, Component A and B courses, and stipends must be entered into the new system by July 31, 2014.

g. E-mail Notification

- Please send an email to the CARES Plus mailbox upon completion of each deadline.

5. Transition & Data Deadlines – 2012-13 Program Participation (Slide 22)

a. The 2012-13 program participation data must be completed by October 1st. This includes entry of the CORE training, Component completion data, and stipends into PRO0F.

b. You must set the program participation status to either “Complete” or “Inactive” for all 2012-13 participants.

c. Please use the CARES Plus Component Status report to confirm the completion of your participant data.

d. You can also refer to the PRO0F Training document for more information.

6. Transition & Data Deadlines – 2013-14 *MTP* (Slide 23)

a. The initial enrollment data for the *MTP* participants must be entered into PRO0F by August 20th.

b. At that time First 5 California will review the *MTP* participants where the “Components Approved For” field includes Component D.

c. First 5 California will validate the ages served and identify the *MTP* Age Level.

- Either the Toddler or the Pre-K must be >= 2.

d. Then First 5 California will finalize the list of *MTP* participants and update a new field in PRO0F. The new field will be added to the initial enrollment report so that the Lead Agencies can generate a list of their *MTP* participants.

CARES Plus Round 2

Webinar Talking Points

July 29, 2013

7. **Transition & Data Deadlines – 2013-14 CORE, Component A & B (Slide 24)**
   a. The initial enrollment data for the CORE, Component A, and Component B participants must be entered into PRO0F by September 16th.
   b. At that time First 5 California will review the participants, and select participants for the *CLASS* observations.
   c. When the list of *CLASS* participants is finalized, First 5 California will update another new field in PRO0F to identify the participants who were selected for *CLASS* observations. This field will also be added to the initial enrollment report so that the Lead Agencies can generate a list of participants who were selected for observation.
8. **Transition & Data Deadlines (Slide 25)**
   a. Data will be converted to the new system, but the data values and business rules will be developed based on the Round 2 requirements.
   b. The new system is designed to improve your ability to manage the program at the Lead Agency level. Lead Agencies are required to update the participant contact information and program participation status on a monthly basis. Having access to current status and address information will improve First 5 California's operation of the program and the management of the cameras and observations.
   c. The final enrollment information for all 2013-14 participants, including the additional fields that aren't in PRO0F as well as the remaining 20% of the participants, must be entered into the new system by December 31, 2014.
   d. The program completion information for 2013-14 must be entered into the new system by July 31, 2014.
9. **Project Phases (Slide 26)**
   a. The existing functionality to maintain the participant and program information will be implemented within the first two phases of the project. The data related to the initial and final enrollment deadlines is included in Phase 1; the data related to the program completion deadline is included in Phase 2.
   b. Phase 1 also includes the observation status, *MTP* equipment tracking, and *MTP* coaching cycles. This way, First 5 California, the Lead Agencies, and CDTC will all have access to the same information regarding the participant's observation status and *MTP* status.
   c. Phases 3 and 4 will provide additional new system functionality as identified on slide 26.

10. Functionality – Participant Level Data (Slide 27)

a. The participant's education, employment history, and CORE training will be maintained at the participant level instead of being entered by program year as it is in PRO0F.

b. This means that the information can and should be updated throughout the course of the program. For example, if a participant changes jobs, the new employment information should be added, but the history of the prior position will remain accessible. Also, if a participant obtains a degree, the education level should be updated to indicate that the participant obtained a degree during the course of the program. This supports our program evaluation efforts.

c. This also means that the data will not need to be re-entered or copied forward to the next program year.

11. Functionality –Training (Slide 28)

a. The CORE Training will also be maintained at the participant level, not by program year. So if the participant completed the CORE during Round 1, it will not need to be re-entered this year.

b. Introduction to *CLASS* and *Looking at Classrooms* will be converted by age level based on Teachstone's reports.

c. The new system will also have an indication of the funding source. If the participant completed the Introduction to *CLASS* through First 5 California's Child Signature Program, the course can be entered into the CARES Plus System, but it should be identified with a Funding Source of CSP.

d. The new system will have a shared list of Facilities for CARES Plus and CSP. When you're adding employment history, you can select the appropriate facility without re-entering the address and other details. First 5 California is in the process of reviewing the facilities and will attempt to clean up the duplicate entries from PRO0F.

e. The Component status is being designed so that you can select the Components at the time of application and then update the status of each Component to either "Approved" or "Denied" – this is instead of having two separate fields as there are in PRO0F.

CARES Plus Round 2

Webinar Talking Points

July 29, 2013

12. Functionality – Status and Tracking (Slide 29)

a. Lead Agencies will be able to view a list of participants selected for observation and monitor their observation status.

b. If CDTC changes the observation status to “Incomplete,” the Lead Agency should follow up with the participant. If the participant withdraws from the program, the program participation status should be updated accordingly.

c. Similarly, the Lead Agencies can view their *MTP* participants and follow up with any participants the coach has identified as being non-responsive.

d. CDTC and/or the Lead Agency can update the camera tracking for *MTP* participants within the system.

13. Lead Agency Setup (Slide 30)

a. Prior to implementation, First 5 California needs to obtain or confirm information such as the Lead Agency’s program Administrators. This information will be used for a dropdown list to identify who reviewed and approved the participant’s application.

b. The Lead Agency also has the option to identify the Advisor assigned to the participant. If you’d like to use this, First 5 California can enter the Advisor names prior to implementation.

c. The new CARES Plus Data System is being integrated into the First 5 California Web Portal, which means that users will have a single login to access any of our applications, including CSP and CARES Plus.

d. This also provides users with the option to click a link to reset their password instead of having to contact our Help Desk.

e. The Lead Agencies will be required to submit new User Account Forms prior to the October implementation. First 5 California will send a link to the new form when it is available.